



JOB DESCRIPTION

Job Title: Chief Programming Officer
Job Type: Full-time
Status: Exempt
Location: Appleton, WI
Reports to: Chief Executive Officer

Overview:

The Chief Programming Officer position will create a properly targeted, strategic and compelling radio station that is intentional to do ministry and will maximize audience size, business and donor revenue and ministry impact in the communities that station(s) serve.

Faith-Based Expectations:

- Uphold and live out The Family Radio Network, Inc.'s mission, vision, and statement of faith.
- Provide servant leadership as patterned by Christ. The CPO is compassionate, speaks the truth in love, solicits feedback, has spiritual maturity, and will foster an atmosphere for The Family team to flourish.
- The CPO will be able to minister, pray and share the gospel with listeners and donors.
- The CPO is expected to be actively involved in a local church.

Programming Responsibilities:

- Develop and implement the strategic and effective use of radio formatic elements including, but not limited to, clocks, sweepers, jingles, stopsets, contesting, imaging, slogans, positioning statements, feature elements, show prep bits and more.
- Responsible for the selection of music for airplay and the effective rotation and scheduling of songs for airplay. This includes, but is not limited to, becoming proficient with the station music scheduling software (Music Master), maintaining effective relationships with record labels and the maintenance of industry chart reports and BMI / ASCAP / SESAC reports, both on-air and online, as needed.
- Management of all on-air personalities and their on-air content by providing leadership that maintains strong morale and spiritual health and keeps the on-air staff highly motivated.
- Develop and maintain a thorough understanding of the station(s) automation system (Wide Orbit) and internet audio delivery systems and scheduling systems in order to facilitate their trouble-free operation. Also, provide trouble-shooting diagnostics and be able to execute solutions to common problems of these systems. In the event of technical problems or questions, this position is a primary contact for station audio emergencies as situations arise.
- Oversee all aspects of production, giving special attention to the complete understanding and implementation of all FCC and ministry non-commercial compliance guidelines.
- Assist and help facilitate the development and implementation of strategic and effective promotions, on-air contesting and effective community outreaches that meet local needs and ensure proper community involvement.
- Assist and help facilitate strategic content for the station's websites, social media sites, station app, texting platform, e-blasts and other digital media initiatives. Assist with answering listener inquiries through e-mails, social media sites and website per ministry guidelines, when needed.
- Facilitate and oversee station research tools and projects including, but not limited to RRC ratings, online music testing and other research initiatives, upon implementation, and properly analyze and implement data results.

- Potential daily or fill-in air shift that provides mass appeal content that fits within station's programming and ministry guidelines.
- Develop and oversee strategic digital media initiatives including, but not limited to podcasts, video content and research future, new digital media initiatives.
- Assists with execution of on-air fundraisers twice a year or as needed.
- Appearances at station events including friendly interaction with listeners.
- Provide on-site assistance for station concerts and other special events as needed.
- Facilitate local human resource efforts of direct reports in accordance with ministry policy and procedures to include conducting interviews, hiring staff, providing employee orientation, submitting new-hire paperwork and compliance with FCC and government regulations.
- Establish employee goals and conduct employee performance reviews per organizational timelines.
- Coordinate employee leave and benefit programs for direct reports, ensuring compliance with established ministry policies and procedures.
- Position requires willingness to work a flexible schedule including weekdays, occasional weeknight and/or weekend.
- Other duties as assigned.

Qualifications:

- Has a personal relationship with Jesus Christ, is spiritually grounded and knowledgeable of scriptures.
- Emotionally Intelligent
- Ability to interact with others, maintain and grow listener and co-worker relationships.
- Strong verbal and written communication skills and interpersonal people skills.
- Experience delivering a live, drive-time on-air show.
- A self-motivated, outgoing person with the ability to work with little supervision.
- Experience using editing software such as Adobe Audition.
- Experience with Axia, Music Master and Wide Orbit, preferred.
- Proficient computer knowledge using Microsoft office suite.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of Christian radio and The Family.

Experience and Education:

- Minimum 3+ years successful experience as a Program Director

Physical Demands:

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 + pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How To Apply:

E-mail cover letter, resume, brief testimony and an outline of your programming philosophy to: hr@thefamily.net. **Be sure to place "CPO" in the e-mail subject field.**